



**CARETAKER**  
**Operations Services**

**Position Title:** Caretaker  
**Classification:** Caretaker – NSUPE  
**Reports to:** Regional Supervisor

**Job Summary:** The Caretaker contributes to the effective operation of the Operations Services Department within the Halifax Regional Centre for Education and implements the principles of good energy management stewardship. The caretaker will effectively maintain and supervise the daily operations of the Operations Services Department for the designated facility. The position is responsible for the overall cleanliness, maintenance and security of the school facility/building and for supervising assigned staff. Duties will be performed in a professional, proactive and quality manner to ensure a clean, safe, sanitary and attractive appearance of the building(s) for its users.

**Competencies Required:**

- (a) The ability to provide leadership and supervision to assigned custodial staff;
- (b) The ability to work and communicate effectively within a team environment;
- (c) The ability to support and communicate effectively within the site, Operations Services Department, other Departments of the Halifax Regional Centre for Education, and third parties including students, school staff, parents and outside entities;
- (d) Organization and writing skills of the nature required to effectively communicate with the Centre and external service providers;
- (e) The understanding of (and ability to carry out) approved policies and procedures developed by the Operations Department and the Centre;
- (f) The desire and ability to engage in continuing education and skills upgrading;
- (g) To understand and promote confidentiality as the norm;
- (h) The ability to apply knowledge, experience and commitment in the areas of equity, cross cultural understanding and human rights;
- (i) The ability to perform routine preventative maintenance tasks;
- (j) The knowledge of and ability to perform practices and procedures required in maintaining and operating a building and its associated systems, including Health and Safety procedures and Department of Labour procedures;
- (k) The ability to react effectively to emergencies or other changes in work environment that require immediate re-prioritizing of tasks.
- (l) Knowledge of Health & Safety procedures which include fire and safety plans, and Department of Labour procedures.

**Qualifications:**

- (a) Grade 12 High School Diploma or academic equivalent through educational programs such as a Graduated Equivalent Diploma;
- (b) Physical and mental ability to perform a full range of cleaning and janitorial duties;
- (c) Good communication and interpersonal skills with students, staff, and visitors;
- (d) Capable of working as member of a team or individually with minimal supervision as needed;
- (e) Supervisory ability in building operations and of custodial staff;
- (f) Able to work all shifts;
- (g) Minimum two years HRCE custodial experience or three years alternate janitorial experience or a combination of both for three years.

**Duties and Responsibilities:**

- (a) Responsible to direct and assist scheduling of custodial staff daily in the performing of custodial and any other duties as required, ensuring school is appropriately staffed when unexpected absences occur;
- (b) Responsive to Principal for daily requirements of building occupants. Co-ordinates work requirement with other departments. Responds to all requests for service needs, including telephone and work orders;
- (c) Ensures adequate staff coverage for prioritised work assignments according to schedule and work load;

## **JOB DESCRIPTION...2**

- (d) Monitors work performance of staff and provide feedback to staff when environmental procedures and tasks are not being satisfactorily completed and quality standards met;
- (e) Assures an adequate inventory of cleaning materials necessary for proper maintenance is maintained and controlled. Orders material from stores and non-inventory items when required following Department's policies and procedures;
- (f) Responsible for various duties, assignments, operation of building systems and equipment, and cleaning procedures including those normally designated to other staff members, as required;
- (g) Performs and assists with a broad range of cleaning and minor maintenance services. This includes but is not limited to such tasks as snow shovelling, replacing ceiling tiles, unplugging toilets, minor plumbing fixture repairs, moving furniture, repairing furniture, replacing light bulbs/shades, air filter changes, fire systems daily, weekly and monthly maintenance; monitoring plant system operation, lubrication of pumps and bearings, water tests, replacing soap dispensers, belt replacement, painting, etc.;
- (h) Cleans, dusts, vacuums, and washes ceilings, floors, walls, furniture, bathrooms, rooms, gymnasiums, cafeterias, corridors, windows, doors, stairways, vents and any other associated equipment and fixtures;
- (i) Sweeps, mops, vacuums, and strips all floor surfaces;
- (j) Collects mixed waste, recyclables, organics as well as other separated waste from classrooms, offices, washrooms, dietary areas, playgrounds, meeting rooms, grounds litter etc. and transports to proper location, maintain interior 4-stream waste separation containers and dispose of contents in the appropriate exterior containers;
- (k) Replenishes disposable supplies such as toilet tissue, soap, paper towels, waste bags, etc.;
- (l) Uses equipment and supplies properly in accordance with all safety regulations and procedures. Cleans, maintains and stores equipment after use;
- (m) Maintains current knowledge of all school, department and HRCE policies including occupational health, safety, personnel, attendance, work routines, WHMIS, collective agreement, fire and disaster plans;
- (n) Assists in the orientation of new staff members in accordance with school and department policies and procedures;
- (o) Liaisons effectively with contractors, inspectors, suppliers, and other departments on custodial, janitorial, environmental maintenance and project work;
- (p) Keeps appropriate records including work requests, material evaluation, inventory, history records, departmental manuals, maintenance manuals, and work schedules;
- (q) Reports problems to supervisor and principal if required. Reports to supervisor when available for other duties during shift;
- (r) Performs snow and ice control duties as appropriate;
- (s) Ensures proper alarm procedures are followed when entering or leaving facility; Performs risk assessment of all projects and maintains risk management protocols at all times.
- (t) Protects the confidentiality of student and Centre information;
- (u) Performs any other operational duties as required.
- (v) Performs risk assessment of all projects and maintains risk management protocols at all times;

### **Work Environment (Equipment, Demands, and Hazards):**

- (a) Use tools required in performance of duties such as mops, brooms, plungers, burnishers, carts, shovels, screwdrivers, drills, hammers etc.;
- (b) Work with varying cleaning liquids, powders, sprays, soaps, gloves, etc.;
- (c) Potential to be exposed to chemicals, unclean substances and soiled conditions;
- (d) Job requires predominately walking and standing. Normal work time spent indoors with occasional outdoor periods;
- (e) A neat and tidy personal appearance is required; HRCE identification must be worn and visible at all times during work shift.
- (f) Occasional periods of high levels of physical exertion are needed. This includes heavy lifting (50+ lb.), walking, bending, pushing large loads, carrying, stooping, reaching, standing on ladders, shovelling, etc.;
- (g) May work in small spaces and in areas with mechanical equipment such as boilers and ventilation units;
- (h) Require use of personal protective equipment appropriate for specific tasks.
- (i) As per the collective agreement, work evenings, days and weekends as required. Subject to call-backs and overtime.